

YMCA of Metropolitan Atlanta PROGRAM VOLUNTEER INTEREST SURVEY



PERSONAL

Last Name	First Name	Middle Initial	Day Time Phone:
Street Address:			Evening Phone:
City, State, Zip:			Email Address:
			Best time to contact you: By phone or email?:

INTEREST SURVEY

Why are you interested in volunteering with the Metro Atlanta YMCA?

Is there a specific YMCA Branch, site, or geographical area in Metro Atlanta in which you'd like to volunteer?

<p>What program area(s) are you interested in working in? <i>(Note: not all programs are available at all branches)</i></p> <p><input type="checkbox"/> Teen Leadership & Development <input type="checkbox"/> Health & Fitness</p> <p><input type="checkbox"/> Child Care <input type="checkbox"/> Aquatics</p> <p><input type="checkbox"/> Mentoring or Tutoring <input type="checkbox"/> Member Services</p> <p><input type="checkbox"/> Service Learning Opportunities <input type="checkbox"/> Policy (Boards, Committees)</p> <p><input type="checkbox"/> Coaching or Officiating <input type="checkbox"/> Clerical/Administration</p> <p><input type="checkbox"/> Guest Speaker/Workshop Presenter, Topic(s):</p> <p><input type="checkbox"/> Other:</p>	<p>Other interest areas:</p> <p><input type="checkbox"/> Arts</p> <p><input type="checkbox"/> Environment</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Community Concerns</p> <p><input type="checkbox"/> Global/International Issues</p> <p><input type="checkbox"/> Health & Wellness</p> <p><input type="checkbox"/> Other:</p>	<p>What age groups would you like to work with?</p> <p><input type="checkbox"/> Elementary school and younger (under 11)</p> <p><input type="checkbox"/> Middle School aged (11 – 14)</p> <p><input type="checkbox"/> High School aged (14 – 19)</p> <p><input type="checkbox"/> Young Adults (18 – 30)</p> <p><input type="checkbox"/> Adults</p> <p><input type="checkbox"/> Older Adults</p> <p><input type="checkbox"/> I prefer to work with staff only</p>
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Do you have specific skills you would like to share or improve on?

Do you have any interests you'd like to explore?

Do you have previous volunteering experience? Please describe, including organization names:

When are you available to volunteer? (Days, Times)	How often do you want to volunteer? (Ex: once a month/twice a week/one time events?)
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How did you hear about volunteer opportunities at the YMCA?

STUDENT VOLUNTEERS

Are you looking to fulfill a school requirement or will you receive school credit for your service? Yes No

IF YES, name of school: _____ Are you interested in Service-Learning opportunities? Yes No

Number of Hours needed: _____ Deadline to Complete Hours: _____

COMMUNITY SERVICE WORKERS

Are you looking to complete Court Ordered Community Service Hours? Yes No

IF YES, offense: _____ Number of hours needed: _____ Deadline to complete hours: _____

Parole/Probation Officer's name: _____ Phone: _____

Please return to: Nicky Rosenbluth, Metro Atlanta YMCA, 100 Edgewood, Suite 1100, Atlanta, GA 30303
Fax: (404) 527-7693



YMCA of Metropolitan Atlanta, Inc.
Consent Form
for Criminal Back Ground Check

Organizational	
Location	
Dept.	
Branch	

Criminal Ck	Yes		No		DHR	Yes		No	
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Please PRINT name clearly:

	/	
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First Name Middle Name Last Name Former Last

Social Security #	-	-
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Birth Date	/	/
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Current Address		
Address		
City	State	Zip Code
		, USA
County	Country	
Home Phone	/ Other Phone	

Male	
Female	

Ethnic ID	
Am. Indian/Alaskan	
Asian	
Black	
Hawaiian/Pacific I	
Hispanic/Latino	
Caucasian	
Multi-Racial not Hispanic	

I hereby authorize the YMCA of Metropolitan Atlanta, Inc. to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Applicants Signature to Consent	Date

Criminal Check Satisfactory		
Yes		No
Signature:		Branch Executive / Program Dir.

UltiPro Update	
Initial	Date



YMCA of Metropolitan Atlanta, Inc.
Pre Employment Check
3 Personal References

Organizational	
Location	#
Dept.	#
Branch	

PRINT Applicant Name Clearly:

/			
First Name	Middle Name	Last Name	Former Last Name

Hire Criteria
Attendance
Communication
Cooperation
Initiative
Integrity
Quality of Work

Position Applied For:	Date:
Release of Information: I hereby authorize the named Personal References to provide to the Metro Atlanta YMCA a character reference as relates to potential employment with this Association.	
_____ <i>Applicant Signature</i>	_____ <i>Date</i>

1st Reference:		Name: _____	
Home Phone #		Would you hire this person to Work with and around Children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Contact #			
Relationship		Comments:	
Years Acquainted			

2nd Reference:		Name: _____	
Home Phone #		Would you hire this person to Work with and around Children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Contact #			
Relationship		Comments:	
Years Acquainted			

3rd Reference:		Name: _____	
Home Phone #		Would you hire this person to Work with and around Children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Contact #			
Relationship		Comments:	
Years Acquainted			

Reviewed or Documented By: _____

YMCA Program Director/Supervisor

KEEPING KIDS SAFE

The YMCA of Metro Atlanta, as a premier child and family serving agency, recognizes its responsibility to always provide children and youth with the safest possible place. As an employee you are required to abide by the following



CODE OF CONDUCT

1. In order to protect YMCA staff, volunteers and program participants, at no time during a YMCA program may a staff person be alone with a single child where the staff and a child cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff. If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff. Staff supervising children with special needs for assistance shall be trained in appropriate assistance techniques and should always try to be where one other staff can see them.
4. Staff should conduct or supervise private activities in pairs--diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including: physical abuse, (strike, shake, slap); verbal abuse (humiliate, degrade, threaten); sexual abuse (inappropriate touch or verbal exchange); mental abuse (shaming, withholding care, cruelty); neglect (withholding food, water or basic care). Any type of substantiated abuse will not be tolerated and will be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint will be used only in pre-determined situations (necessary to protect the child or other children from harm), and is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child each day noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child by a supervisor or program director in a non-threatening way. Any questionable marks or responses should be documented by the supervisor or program director.
8. Staff will respond to children with respect and caring and treat all children equally regardless of sex, race, religion or culture, ability or disability.
9. Staff will respect children's rights not to be touched in ways that make them feel uncomfortable and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and other staff.
11. The YMCA does not discriminate against an individual's lifestyle or habits away from the job provided such does not interfere with quality YMCA program work. It does require that in the performance of their job, staff will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. (Remember our values: honesty, caring, respect, and responsibility.)
18. Understanding that the YMCA cannot control staff outside of the work setting, staff understand that being alone with children they have met in YMCA programs (e.g.: baby-sitting or inviting children to their homes) puts both themselves and the YMCA at risk and is thoroughly discouraged by the YMCA. Staff also understand that all parent packets discourage parents using YMCA staff for baby sitting.
19. Staff are not to transport children in their own vehicles. If an exception occurs for program reasons, staff are required to call the branch and inform them when they are leaving and where they are going and the expected time of arrival. Staff will call when they arrive unless they are driving to the branch.
20. Adult staff may not date program participants under 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA). If a dispute arises over child custody, supervisors are to refer to any legal papers filed (as in divorce or separation agreements).
22. Staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend training on the subject, as instructed by a supervisor.

An adverse background report as established by the Georgia Department of Human Resources Child Care Division will result in termination as an employee of the YMCA. This includes but is not limited to arrest or conviction involving crimes against youth or children, or sex crimes, drug related convictions, or any felony conviction.

Staff further understand that if they see any staff person failing to "keep kids safe" they are to report concerns to their supervisor, program director or branch executive.

X



ORIENTATION SIGNATURE PAGE

ORIENTATION WORKBOOK

SUPERVISOR: COPY AFTER THE EMPLOYEE SIGNS/DATES AND FILE AT YOUR BRANCH IN THE PERSONNEL FILE OF THE EMPLOYEE.

All employees must review the employee handbook, available on the intranet, with their supervisors.

I have read and I understand the Metropolitan Atlanta YMCA orientation workbook. I understand that YMCA policies and procedures may change. It is my responsibility to obtain and read the employee handbook.

I pledge to "KEEP KIDS SAFE" at all times and understand my conduct is crucial to their safety and well-being.

The YMCA Drug Free Workforce Policy and program has been read in this manual. I understand the company considers the harmful effect of drug or alcohol abuse to be an unsafe, under productive work practice. I understand to achieve its goal, the YMCA has established, when performance indicates, appropriate drug testing procedures after commencement of employment.

I further understand I may be required to submit to a drug test procedure. I agree that I will submit to a requested screening and I understand that my failure to comply with such a request or a positive result failing to meet minimum test standards may result in my immediate suspension or termination of employment.

I also understand that I must comply with all OSHA regulations particularly those pertaining to "BLOOD BORNE PATHOGENS" and will wear appropriate safety equipment as necessary to carry out the functions of my position.

Finally, I understand that violating any YMCA policy or procedure may result in suspension or termination of employment.

EMPLOYEE SIGNATURE

DATE

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3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - physical abuse—strike, spank, shake, slap;
 - verbal abuse—humiliate, degrade, threaten;
 - sexual abuse—inappropriate touch or verbal exchange;
 - mental abuse—shaming, withholding love, cruelty.
 - neglect—withholding food, water, basic care, etc.Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.

Code of Conduct (Continued)

12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Supervisor Signature

Date